



Office of Temporary and Disability Assistance

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Local Commissioners Memorandum

Section 1

Transmittal:	23-LCM-05
To:	Social Services District Commissioners
Issuing Division/Office:	Employment and Income Support Programs
Date:	March 16, 2023
Subject:	FFY 2023 Home Energy Assistance Program (HEAP) Administrative Allocations
Contact Person(s):	HEAP Bureau at: (518) 473-0332 or NYSHEAP@OTDA.NY.GOV
Attachments:	Attachment 1 – FFY 2023 HEAP District Administrative Allocations

Section 2

I. Purpose

This Local Commissioners Memorandum (LCM) provides social services districts (districts) with the Federal Fiscal Year (FFY) 2023 Home Energy Assistance Program (HEAP) district administrative allocations.

All districts receive administrative funds to support HEAP operations. This LCM provides each district with the amounts of their total administrative allocations for the FFY 2023 program year. Subsequent allocations will not be provided to districts for the FFY 2023 program year unless additional funds are received from the United States Department of Health and Human Services (HHS).

Under the federal Continuing Appropriations Act and Ukraine Supplemental Appropriations Act 2023 (Public Law 117-180), New York State received 90% of their initial FFY 2023 Low Income Home Energy Assistance Program (LIHEAP) grant award. The total administrative allocations reflected herein have been calculated with the assumption that the full initial grant will be received but are dependent on final federal funding. Each district’s administrative ceiling will be set at the 90% funding level and will be increased if/when the FFY 2023 LIHEAP balance is received.

Additionally, due to emergency supplemental LIHEAP funds received under the Continuing Appropriations Act 2023, districts are receiving additional FFY 2023 administrative allocations. This award reflects 100% of the funding available to States under the Continuing Appropriations Act of 2023 for LIHEAP as supplemental funding to provide payments under section 2602(b) of the LIHEAP Act of 1981 (42 § U.S.C.8621(b)).

HEAP district administrative allocations, including emergency supplemental administrative allocations, based on the Continuing Appropriations Act of 2023 funding release are reflected in Attachment 1 – FFY 2023 HEAP District Administrative Allocations.

II. Background

District administrative allocations are to be used to establish each district's local HEAP certification network, including obligations to alternate certifiers, and to meet staffing and operational needs for the FFY 2023 Regular, Emergency, Cooling Assistance Component (CAC), Clean and Tune (C&T), and Heating Equipment Repair and Replacement (HERR) benefits. Additionally, these district administrative allocations are available to districts for the purpose of processing cases during the 2023-2024 Early Outreach period.

Administrative allocation amounts for Regular, Emergency, CAC, C&T, HERR, and Early Outreach were calculated for each component separately and then totaled to provide one administrative allocation to each district. The administrative allocation calculation methodologies are as follows:

- **Regular and Emergency**
This allocation is based on the number of HEAP Mass Authorization (Autopay) benefits, Regular application benefits, and Emergency benefits processed in each district during the FFY 2022 program year, weighted to reflect the administrative effort required in processing each case type.
- **CAC, C&T and HERR**
These allocations are based on the number of benefits processed during the FFY 2022 program year.
- **Early Outreach**
This allocation is based on the number of early outreach applications mailed for the FFY 2023 program year.

III. Program Implications

Acceptable uses of administrative funds include but are not limited to: staff salaries and overtime (including fringe benefits and indirect costs), temporary staff costs, alternate certifier contract costs, and equipment purchases to aid in the administration of HEAP.

Only administrative costs incurred on and after October 1, 2022, may be charged against the FFY 2023 allocations. All administrative funds must be obligated by September 30, 2023 and claimed by December 31, 2023. Unclaimed funds cannot be rolled into the FFY 2024 administrative allocations. The local administrative claiming process for the regular FFY 2023 HEAP season remains unchanged from prior years. Guidance for this process can be found in Chapter 3 of [Volume 2 of the New York State Fiscal Reference Manual](#).

Emergency Supplemental Administrative costs need to be tracked, accounted for, and reported separately from the FFY 2023 regular HEAP district administrative allocations and may be used to support obligations from October 1, 2022, through September 30, 2023 and must be claimed by October 31, 2023. The FFY 23 LIHEAP emergency supplemental local administrative allocations must be claimed in the RF17 package.

IV. Claiming

Program costs will not be claimed by districts for the FFY 23 LIHEAP emergency supplemental benefit payments however, administrative expenditures are claimed through the RF17 special project claim package for the month(s) that the expenditures were made. These costs are first identified on the RF2A claim package as F17 functional costs and reported in the F17 column on the [LDSS-923](#) "Cost Allocation Schedule of Payments Administrative Expenses Other Than Salaries" and the [LDSS-2347](#) "Schedule D DSS Administrative Expenses Allocation and

Distribution by Function and Program”. After final accepting the RF2A claim package, the individual project costs are then reported under the project label FFY 23 LIHEAP EMERGENCY ADMIN on the RF-17.

Salaries, fringe benefits, staff counts, and central services costs are directly entered on the [LDSS 4975A](#) “RF17 Worksheet, Distribution of Allocated Costs to Other Reimbursable Programs” while overhead costs are automatically brought over from the RF2A, Schedule D and distributed based upon the proportion of the number of staff assigned to this project. Employees not working all their time on the FFY 23 LIHEAP emergency supplemental must maintain time studies to support the salary and fringe benefit costs allocated to the program.

Non-salary administrative costs are reported with the appropriate object of expense code(s) on the [LDSS-923B](#) “Summary - Administrative Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs”.

Total project costs should be reported on the [LDSS-4975](#), “Monthly Statement of Special Project Claims Federal and State Aid (RF-17)”, as 100 percent Federal Share and will be reimbursed up to the amount of each district’s allocation.

To receive reimbursement, claims for expenditures of the FFY 23 LIHEAP emergency supplemental administrative costs for the period October 1, 2022, through September 30, 2023 must be final accepted in the Automated Claiming System (ACS) by October 31, 2023. Further instructions for completing time studies; the LDSS-923, LDSS-923B and Schedule D; and the RF17 claim package are found in Chapters 4, 7, and 18 respectively of the Fiscal Reference Manual (FRM) Volume 3. The FRMs are available on-line at: <http://otda.state.ny.net/bfdm/finance/>.

Claiming Contacts:

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